

Oversight Agreement
between
The Department of Culture, Heritage and the Gaeltacht
and
Screen Ireland

1. Introduction

This Oversight Agreement is required under the Code of Practice for the Governance of State Bodies which came into effect on 1 September 2016. Good governance requires effective procedures for the definition of responsibility and accountability, allocation of budgets, defining expected outputs and outcomes and clear procedures for monitoring performance. This Oversight Agreement is a written statement between the Department of Culture, Heritage and the Gaeltacht (the Department) and the Screen Ireland Board (the Board)¹ to define the respective roles and responsibilities of the Minister and Board.

2. Legal Frameworks

2.1 The Minister for Culture, Heritage and the Gaeltacht:

The Minister is responsible for the Department of Culture, Heritage and the Gaeltacht (the Department) which was established under the Ministers and Secretaries Acts 1924 - 2016.

2.2 The Accounting Officer:

The Accounting Officer for Exchequer expenditure by Screen Ireland is the Chair of the Board. The Accounting Officer is specifically and personally charged with signing the Appropriation Account and is accountable for the propriety of the expenditure by Screen Ireland the accuracy of the account and for prudent and economical administration. The

¹ Statutory Instrument (S.I. No. 182 of 2018) appointed 18th June 2018 as the date on which the name of the Bord Scannán na hÉireann/Irish Film Board was changed to Fís Éireann/Screen Ireland under the Irish Film Board Acts 1980-2011

duties of the Accounting Officer are laid down in Section 19 of the Comptroller and Auditor General (Amendment) Act, 1993 as:

"whenever he is so required by the committee of Dáil Éireann established under the Standing Orders of Dáil Éireann to examine and report to Dáil Éireann on the appropriation accounts, give evidence to that committee on—

- (a) the regularity and propriety of the transactions recorded or required to be recorded in any account subject to audit by the Comptroller and Auditor General which he or the Department concerned is required by or under statute to prepare,*
- (b) the economy and efficiency of the Department in the use of its resources,*
- (c) the systems, procedures and practices employed by the Department for the purpose of evaluating the effectiveness of its operations, and*
- (d) any matter affecting the Department referred to in a special report of the Comptroller and Auditor General under section 11 (2) or in any other report of the Comptroller and Auditor General (in so far as it relates to a matter specified in paragraph (a), (b) or (c)) that is laid before Dáil Éireann".*

2.3 Screen Ireland

Screen Ireland operates under the Irish Film Board Acts 1980 - 2018 as amended by section 39(1) of the National Cultural Institutions (National Concert Hall) Act 2015 (No. 44 of 2015). The Minister with responsibility for the legislation under the Act is the Minister for Culture, Heritage and the Gaeltacht. Under Section 12 of the principal Act, the Board is appointed by the Minister with the consent of the Minister for Public Expenditure and Reform and under Section 13 the Chair is appointed by the Minister with the consent of the Minister for Public Expenditure and Reform. Screen Ireland is a non-commercial semi-state body.

2.4 The Board of Screen Ireland

The functions of the Board are set out in Section 4 of the principal Act which states:

(1) In addition and without prejudice to any specific functions given to it by this Act, the Board shall assist and encourage by any means it considers appropriate the making of films in the State and the development of an industry in the State for the making of films, and may engage in any other activity (including the establishment of a national film archive) which it is empowered by this Act to engage in.

(2) In so far as it considers it appropriate, the Board shall have regard to the need for the expression of national culture through the medium of film-making.

(3) The Board shall have all such powers as are necessary for or incidental to the performance of its functions.

(4) Without prejudice to the generality of subsections (1) and (3) of this section, the Board shall have power to participate and promote participation in international collaborative projects in accordance with any of its functions under this Act and, where appropriate, to enter into agreements with comparable bodies outside the State, subject to the consent of the Minister and the Minister for Finance and, where appropriate, to consultation with the Minister for Foreign Affairs.

2.5 Chair of Screen Ireland

The principal duties of the Chair of Screen Ireland are to:

- ensure that Screen Ireland has clear objectives, strategies and plans
- ensure the orderly operation of Screen Ireland including compliance with its statutory obligations and accepted best practice
- be the primary link between Screen Ireland/ and the CEO and between Screen Ireland and the Minister
- represent Screen Ireland publicly

3. Mission and Goals

3.1 The Department's mission is:

3.1.1 *"To promote and develop Ireland's arts, culture and heritage; to advance the use of the Irish language and to facilitate sustainable regional and rural development, including the development of the Gaeltacht and Islands"* and its High Level Goal for Arts is:

"To support and develop Ireland's arts and culture to enrich lives through engagement in the cultural life of the nation; and to promote Ireland's arts and culture globally".

3.1.2 Screen Ireland is the national development agency for Irish filmmaking and the Irish film, television and animation industry, investing in talent, creativity and enterprise. The agency supports writers, directors and production companies across these sectors by providing investment loans for the development, production and distribution of film, television and animation projects.

The mission of Screen Ireland is to support and promote Irish film, television and animation through fostering Irish artistic vision and our diverse creative and production talent, growing audiences, and attracting filmmakers and investment into the country.

3.1.3 Based on Screen Ireland's mission and in line with the Department's mission and high level goal, the Minister provides Exchequer funding to Screen Ireland in the form of an annual grant.

3.2 Role of Chief Executive Officer (CEO)

The CEO's key responsibility is to ensure, to the extent practical given available resources, that Screen Ireland achieves its objectives by conducting its business:

- with the highest propriety (i.e. it complies with its statutory obligations and with best practice guidelines)
- effectively (i.e. it achieves its objectives)
- efficiently (i.e. it achieves value for money)

In particular, the CEO shall:

- in co-operation with the Chair, plan and manage the business of Screen Ireland, with due regard to its public responsibilities and accountability
- advise Screen Ireland on policy and strategy and make related recommendations
- direct and manage Screen Ireland staff
- be accountable to the Board of Screen Ireland for his or her own performance and for the staff's performance
- keep the Board of Screen Ireland adequately informed on all matters relevant to their duties and responsibilities
- share with the Chair, on an agreed basis, the role of spokesperson for Screen Ireland
- normally attend Board meetings, subject to the right of the Chair to restrict the meeting to members only in exceptional circumstances and to the annual meeting of the members without a management presence

in co-operation with the Chair, be responsible for the preparation and publication of Screen Ireland's annual report.

4. Roles and Responsibilities

4.1 Mutual roles:

Under this agreement, both parties will:-

- a) Commit to proactive co-operation and timely communication;
- b) Provide prompt and timely responses to correspondence, information requests and related matters;
- c) Keep each other fully informed and updated on all relevant issues.

4.2 Role of the Department

Under this agreement, the Minister will:

- Provide annual Exchequer funding through Subhead A.12 of its vote to Screen Ireland;
- Present the Annual Report and Accounts to Government and lay them before both Houses of the Oireachtas.
- Organise the presentation of the annual Estimates for Screen Ireland by the Minister as well as all reporting requirements to the Houses of the Oireachtas;
- Provide timely sanction for expenditure and staffing in line with Public Financial Procedures and HR Policy Guidelines;
- Provide information, guidance and updates on Public Financial Procedures, Government Accounting, HR policy and remuneration guidelines, public procurement and contracts as necessary;
- Assist Screen Ireland with requests for guidance in a timely and efficient manner;

4.3 Role of the Board of Screen Ireland

Under this agreement, the Board of Screen Ireland will:

- Adopt and comply with the Code of Practice for the Governance of State Bodies;
- Undertake all necessary actions to ensure that the Chairman can competently complete an annual Comprehensive report to the Minister showing compliance with all aspects of this Oversight Agreement, as set out under paragraph 4 of this Oversight Agreement;
- Publish on Screen Ireland's website the names, dates of appointment and terms of all members of the Board of Screen Ireland;

- Adopt an annual planning and budgeting cycle to facilitate the implementation of *Irish Film Board Strategic Plan 2016-2020 - Building on Success* and formally undertake an evaluation of actual performance by reference to the Strategy;
- Oversee and facilitate the implementation by the Executive of the Performance Delivery Agreement a copy of which is attached at Appendix A;
- Provide the Annual Report and Accounts of Screen Ireland either 6 months after the year end or 1 month after the audit certificate has been issued, and publish on its website once the accounts have been laid before the Oireachtas;
- Ensure that Screen Ireland has the necessary authority to make payments and if not seek prior sanction from the Department;
- Comply with the delegated sanction in respect of staffing by seeking Departmental sanction in relation to staffing in accordance with an up-to-date workforce plan for Screen Ireland;
- Comply with relevant legislation provisions and Government policy on pay and staffing numbers;
- Carry out an external evaluation of Board performance at least every 3 years and, in 2019, agree a date for the next external evaluation;
- Assist the Department with a Periodic Critical Review of Screen Ireland and agree a date for the completion of the review by 2022 at the latest, and;
- Not enter into confidentiality agreements which preclude it from disclosing details of the settlement reached in the financial statements, save in exceptional circumstances and on foot of legal advice that they are necessary in the circumstances of the case. When, in those circumstances, confidentiality agreements are entered into, the parties to the agreements will be given prior notice that they may be subject to disclosure in any case where an overriding public interest is identified or when required by law.

5. Arrangements for oversight, monitoring and reporting on conformity

5.1 The Chair of Screen Ireland will furnish a comprehensive report, by way of a confidential letter to the Minister, each year in conjunction with the annual report and financial statements. The comprehensive report will include:-

- i. confirmation that the 2016 Code of Practice for the Governance of State Bodies has been adopted and the extent to which Screen Ireland is in compliance with the Code;
- ii. confirmation that all Board members have received appropriate training and have been made aware of the 2016 Code of Practice for the Governance of State Bodies
- iii. an explanation and justification of failure to comply with any of the provisions of the Code of Practice for the Governance of State Bodies and detailing any corrective action taken or contemplated;
- iv. adopt a strategic plan/annual rolling five year business and financial plan;
- v. a statement on the system of internal controls in Screen Ireland which has been reviewed by the external auditors and reflects Screen Ireland/The Irish Film Board's compliance with paragraph 1.9(iv)². Where a breach of the system is identified, the statement should include an outline of the steps taken to guard against a similar breach in the future;
- vi. details of all off-balance sheet financial transactions of Screen Ireland that are not disclosed in its annual report and financial statements, including information on the nature, purpose and financial impact of the off-balance sheet financial transactions. The contents and format of this section of the report should be agreed in advance with Departmental officials;

² 1.9(iv) - Business and Financial Reporting Requirements Document - Code of Governance of State Bodies.

- vii. confirmation of adherence with all appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposal are being carried out including: - affirming that a Corporate Procurement Plan is in place, and;
- reporting of any non-competitive procurement.
- viii. confirmation that Codes of Conduct for the Board and employees have been put in place, adhered to and are available on Screen Ireland's website with hyperlink;
- ix. affirmation that all board members have completed the Board Self-Assessment Questionnaire and providing the findings of this review;
- x. affirmation that the Board is aware of its obligations to conduct an External Board Review, and reports its progress on conducting this review;
- xi. confirmation of compliance with Government pay guidelines on the pay of CEOs and all State body employees;
- xii. an outline of any significant post balance sheet events;
- xiii. confirmation of compliance with the appropriate requirements of the Department of Public Expenditure and Reform's Public Spending Code;
- xiv. confirmation that Screen Ireland is in compliance with the Government travel policy requirements in all respects;
- xv. confirmation that Screen Ireland has complied with its obligations under tax law;
- xvi. a report on any commercially significant developments affecting Screen Ireland in the preceding year, including the establishment of subsidiaries or joint ventures and share acquisitions, and major issues likely to arise in the short to medium term;
- xvii. publish codes of conduct for its Board and employees, approved by the board and publish on www.screenireland.ie

- xviii. confirmation that Screen Ireland has a Customer Action Plan in place and published on www.screenireland.ie
- xix. confirmation that Screen Ireland has a Customer Charter in place, and published on www.screenireland.ie
- xx. confirmation that statutory requirements in respect of Data Protection and Freedom of Information are implemented;
- xxi. implement and maintain robust child and vulnerable adult protection policies as appropriate and publishing its policy on www.screenireland.ie
- xxii. details of any legal disputes involving other State bodies, and;
- xxiii. confirmation that procedures are in place for the making of protected disclosures in accordance with section 21(1) of the Protected Disclosures Act 2014 and confirmation that the annual report required under section 22(1) of the Act has been published on Screen Ireland/The Irish Film Board's website along with a hyperlink.

6 Monitoring and Reporting

- 6.1 The Department and the Chair of the Board will hold at least one formal meeting per annum to review the Performance Delivery Agreement and to strengthen the relationship between the two organisations. This agreement will be reviewed annually or in light of any changing circumstances, and if applicable, modifications will be mutually agreed by both parties.
- 6.2 Monitoring and reporting of performance against this agreement and the Programme Delivery Agreement will be included as part of quarterly liaison meetings between Screen Ireland Executive and the Department. Quarterly outline reports of compliance with and any deviation from the respective agreements should be furnished by Screen Ireland in advance of quarterly meetings.

6.3 , This agreement will be reviewed annually or in light of any changing circumstances, and if applicable, modifications will be mutually agreed by two parties.

7. Freedom of Information

Please note that information provided to the Department may be disclosed in response to a request under the Freedom of Information Act. Therefore, please identify any information you consider commercially sensitive, and specify the reason for its sensitivity. The Department will consult with Screen Ireland regarding information identified as sensitive before making a decision on any Freedom of Information request.

8 Signatures

R. Nash

On behalf of the Department of Culture, Heritage and the Gaeltacht

Date: 13/5/2019

Annie Doona

Annie Doona Chair, On behalf of Screen Ireland

Date: 29/5/2019

**The Department of Culture, Heritage & the Gaeltacht
and
Screen Ireland**

Performance Delivery Agreement 2019

1. Introduction

1.1 This Performance Delivery Agreement is a performance contract between the Department of Culture, Heritage & the Gaeltacht (Department) and Screen Ireland in which an agreed level of service is formalised. This agreement sets out Screen Ireland's targets for 2019 as a non-commercial State body and defines the outputs and outcome indicators on which performance should be measured.

2. Objectives of the Agreement

2.1 Corporate governance is concerned with the framework of rules and practices to ensure accountability, fairness and transparency across organisational activities. The key objectives of this agreement are to:-

- Document the role and objectives of Screen Ireland;
- Document the expectations of the Department in relation to Screen Ireland;
- Define the inputs, outputs and the anticipated outcome of the Screen Ireland's activities;
- Measure the performance of these functions, and;
- Document the responsibilities of the Department.

3. The Department High Level Goals

3.1 This Agreement will support the high level goals of the Department. The Department's mission is:

"To promote and develop Ireland's arts, culture and heritage; to advance the use of the Irish language and to facilitate sustainable regional and rural development, including the development of the Gaeltacht and Islands".

3.2 The Department's High Level Goal for Arts is:

"To support and develop Ireland's arts and culture to enrich lives through engagement in the cultural life of the nation; and to promote Ireland's arts and culture globally".

3.2 The Department's relevant high level strategies and expected outputs which this Performance Agreement should support are shown in Table One below.

Table One Department of Culture, Heritage & the Gaeltacht High Level Strategies	
High level strategy	<ul style="list-style-type: none"> • Supporting our agencies and National Cultural Institutions in providing a high quality cultural offering to the public. • Supporting the international presentation of Irish artists globally, including the generation of new opportunities, as part of the Government's international promotion strategy.
Output	<ul style="list-style-type: none"> • Realise Ireland's full creative potential through mainstreaming creativity in the life of the nation; • Support the development and expansion of the film and television production sector;

4. Screen Ireland High Level Goals

- 4.1 Screen Ireland is the national development agency for Irish filmmaking and the Irish film, television and animation industry, investing in talent, creativity and enterprise. It operates under the Irish Film Board Acts 1980 – 2018 as amended by section 39(1) of the National cultural Institutions (National Concert Hall) Act 2015 (No. 44 of 2015). The agency supports writers, directors and production companies across these sectors by providing investment loans for the development, production and distribution of film, television and animation projects. The functions of the Board are set out in Section 4 of the principal Act which states:

- (1) In addition and without prejudice to any specific functions given to it by this Act, the Board shall assist and encourage by any means it considers appropriate the making of films in the State and the development of an industry in the State for the making of films, and may engage in any other activity (including the establishment of a national film archive) which it is empowered by this Act to engage in.*
- (2) In so far as it considers it appropriate, the Board shall have regard to the need for the expression of national culture through the medium of film-making.*

(3) The Board shall have all such powers as are necessary for or incidental to the performance of its functions.

(4) Without prejudice to the generality of subsections (1) and (3) of this section, the Board shall have power to participate and promote participation in international collaborative projects in accordance with any of its functions under this Act and, where appropriate, to enter into agreements with comparable bodies outside the State, subject to the consent of the Minister and the Minister for Finance and, where appropriate, to consultation with the Minister for Foreign Affairs.

4.2 The mission of Screen Ireland is to support and promote Irish film, television and animation through fostering Irish artistic vision and our diverse creative and production talent, growing audiences, and attracting filmmakers and investment into the country.

4.3 **The Irish Film Board's *Strategic Plan 2016-2020 - Building on Success*** identifies three key pillars to deliver on its mission. These are Vision for 2020; Building on Core Strengths; and Strong Foundations as follows.

Vision for 2020

Working with industry stakeholders, Screen Ireland will promote an overall vision for the industry, focusing on leadership, gender & diversity, and building audiences for film, television and animation. Highlights under this pillar include; providing strong industry leadership; working with the Government and the wider industry to provide a coherent public sector approach to the development of the sector; achieving a target of 50/50 gender parity in creative talent working in screen content; and positioning audiences as a central part of the work it supports.

Building on Core Strengths

Screen Ireland will build on the success achieved to progress and develop creative screen talent production, the development of talent and skills, and inward production and investment. Funding of, and support for, creative development (and the necessary organisational arrangements) will be central to this. Targets under this pillar include; the creation of a new position of Head of Creative Production and Talent Development to provide artistic and creative leadership in support of screen production, and maximising opportunities for the improved Section 481 tax incentive; as well as developing talent and skills through training initiatives to meet the growing needs of the sector.

Strong Foundations

In order to deliver on the ambitious vision and for Screen Ireland to deliver on its priorities, strong foundations will be required, including; increased funding for investment in film, television, and animation; dynamic partnerships within the sector; and an effective organisation. Goals under this pillar include: seeking increased funding from all potential

avenues, including contributions from public service broadcasters and content distributors to Irish film and screen storytelling content; and continuing in the creation and nurturing of partnerships with stakeholders including IDA & Enterprise Ireland, other public film funding agencies private sector funders such as distributors and broadcasters.

4.4 Screen Ireland receives annual Exchequer funding through the Department's vote which is provided for:

- programme expenditure, and;
- administration costs, including staff costs, and other general expenses incurred by Screen Ireland in discharging its statutory role.

5. Mutual Commitments

5.1 Both parties will

- Commit to proactive and timely communications, cooperation and information sharing on service delivery;
- Support the effective achievement of agreed targets as well as the promotion of partnership, responsiveness and mutual cooperation in their ongoing interactions;
- Support prompt and timely responses to correspondence, information requests and related matters, and;
- Commit to keep each other fully apprised and updated on all key issues.

6. Department's obligations:

6.1 The Department of Culture, Heritage & the Gaeltacht will provide the following supports to enable Screen Ireland to fulfil its mandate;

- Organise the presentation of Estimates for Screen Ireland by the Minister each year;
- Provide clear and timely information regarding budget estimates and annual allocations;
- Provide timely sanction for expenditure and staffing in line with Public Financial procedures and delegated sanction for staffing, having regard to current restraints;
- Seek timely sanction from DPER where appropriate e.g. for prepayment of grants and retention of end-of-year balances.
- Process grant drawdown requests promptly;
- Arrange to lay the Annual Report and Accounts of Screen Ireland before the Houses of the Oireachtas each year;
- Provide updates on Public Financial procedures and Civil Service HR Policy Guidelines;

- Provide guidance on Civil Service HR Policy, public expenditure, remuneration and industrial relations (as appropriate), procurement and contracts, Government Accounting and Governance, and;
- Liaise with Screen Ireland in relation to Public Service Reform initiatives.

7. Inputs from the Department

Table Two below sets out the inputs from the Department.

Table Two		
Departmental Inputs 2019		
Subhead (Current/Gross)	Programme	2019 €000
A12	Screen Ireland	20,040
Of which	Pay	1,560
	Pension	6
	Lump Sum	
	Non-pay	2,274
	Capital	16,200

7. Corporate Governance requirements for Screen Ireland

7.1 Under the new Code of Practice for the Governance of State Bodies (effective September 2016) the Director and management team of Screen Ireland will:

- Provide the unaudited accounts of Screen Ireland, two months after your year end (February of each year);
- Ensure the proper appraisal, planning, management and post-implementation review principles contained in the Public Spending Code on all current and capital expenditure and ensure that the necessary approvals from the Department (sanctioning authority) are in place prior to engaging in any expenditure;
- Comply with the terms of the Delegated Sanction in relation to staffing such as:
 - Comply with relevant legislation provisions and Government policy on pay and staffing numbers. It is Screen Ireland's responsibility to ensure they remain within their pay ceiling.

- Workforce planning is an important process for all organisations and as such completion, quality and implementation of agreed Workforce plan by Screen Ireland and its Board shall be a key responsibility of Screen Ireland, which will need to be subsequently agreed with this Department, as sanction cannot be given to agency posts not identified in agreed Workforce Plan.
- Ensure that all applications to the Department for sanction to recruit or appoint new staff are identified in the Workforce Plan which should accompany the application. Confirmation should also be included with applications to the effect that the salary cost can be met from existing payroll provision;
- Comply with all requirements in terms of Public Financial and Procurement Procedures, including:
 - all aspects of the Public Spending Code;
 - DPER circular 13/2014 on the management of grants;
 - Public Procurement Guidelines, and;
 - All Department of Finance / Department of Public Expenditure & Reform circulars in relation to travel, subsistence¹ and official entertainment².
- Implement actions to ensure compliance with public administrative procedures and related practices;
- Inform the Department of any relevant risk factors both internal and external that might impact on expected performance / service levels over the duration of the agreement. As resources for the period are agreed as per the Revised Estimates Volume 2019 resource constraints need not be included as a risk factor in delivery of agreed services;
- The provision of written confirmation that Screen Ireland is in compliance with employer obligations under the Employment Equality Acts 1998-2015, the Safety, Health and Welfare at Work Act 2005, and the Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2012;
- The provision of a report on compliance with the 2012 Regulations for employers to have in place accessible and effective policies and procedures to deal with sexual harassment and harassment;
- Provide information within time-frames determined by the Department in relation to Parliamentary Questions, Ministerial Representations and other information requests;
- Provide the following details in relation to the new procedures for dealing with parliamentary questions that are sent to Screen Ireland from the Houses of the Oireachtas:
 - The number of parliamentary questions (PQs) received in 2019 since the new procedures for PQs became effective;
 - The number of questions answered within the response time by the end of 2019;

¹ Circular 11/1982: Travelling and Subsistence Regulations

² Circular 25/2000 Official Entertainment

- The number of questions rejected / unanswered by the end of 2019;
- The designated person responsible for managing this procedure, and;
- Confirmation that this information will be included in your 2019 Annual Report.

8. Screen Ireland Performance/Service and Performance Measurement

Screen Ireland will be required to produce quarterly reports on progress in relation to the following outputs and indicators:

Table Three		
Key output, performance/service levels		
1. Cultural benefit of Irish Film and Screen Content		
Screen Ireland will continue to support and develop those creating and producing film and screen content in Ireland by providing funding and other supports.		
Output targets		
1.1 Screen Ireland will develop the work of Irish creative talent in film making by supporting the production of up to 15 Irish feature films at increased funding levels for cinema release i.e. films originated in and written and/or directed by creative talent in Ireland.	2019 (Target)	2018 (Output)
	15	15
1.2 Screen Ireland will develop the work of creative talent through their participation in up to 6 creative feature film co-productions in collaboration with creative talent across the world.	2019 (Target)	2018 (Output)
	6	6
1.3. Screen Ireland will develop the work of Irish creative talent in non-fiction film making by supporting up to 10 feature documentary films for cinema release.	2019 (Target)	2018 (Output)
	10	14
1.4. Screen Ireland will develop the work of Irish creative talent in TV Drama by supporting the production of up to 2 TV drama productions.	2	N/A
1.5. Screen Ireland will develop the work of Irish creative talent in TV animation by supporting the production of up to 6 animation series.	2019 (Target)	2018 (Output)
	6	6

1.6 Screen Ireland will develop the work of Irish creative talent in the Irish language by providing development support to up to 5 feature length films in Irish. In 2019 Screen Ireland will provide production funding in partnership with TG4 and the BAI to up to 2 projects in Irish.	2019 (Target)	2018 (Output)
	7 in total – 5 Development and 2 Productions.	2 Production 5 (Development Projects)
1.6 Screen Ireland will develop the quality of Irish creative talent in film making by supporting the development of feature film, feature documentaries, high end TV drama and TV animation through development funding programmes. Screen Ireland will aim to support up to 140 projects in this way in 2019.	2019 (Target)	2018 (Output)
	140	121
1.7 Screen Ireland will fund 4 short film schemes designed to attract and enhance emerging talent. Screen Ireland will promote these films internationally and use them as a valuable calling card for our vibrant young talent pool. Screen Ireland will support up to 18 projects in 2019 across the 4 schemes.	2019 (Target)	2018 (Output)
	18	18

1. Building Audiences

Screen Ireland will continue to increase audience engagement both in Ireland and internationally across all viewing platforms

Output targets

2.1 Screen Ireland will promote the work of Irish creative talent through supporting the cinema distribution in Ireland of up to 20 Screen Ireland funded feature films and feature documentaries.	2019 (Target)	2018 (Output)
	20	14
2.2 Screen Ireland will continue to provide support through its Direct Distribution model, whereby smaller films of cultural significance can access rural and non-cinema audiences. We will do this in partnership with Access Cinema, an organisation utilising multi-use screening venues throughout rural Ireland. Screen Ireland will aim to support up to 6 films in this way in 2019.	2019 (Target)	2018 (Output)
	6	8
2.3 Screen Ireland will continue to arrange Test Screenings of Screen Ireland funded feature films. This initiative involves inviting impartial audience members to complete detailed questionnaires about their reaction to the film and its characters. Short focus groups also take part at the end of each screening.	6	6
2.4 Screen Ireland will continue its successful strategy of engagement with international A-list festivals to promote Irish film and Irish film talent. Screen Ireland will aim to have 10 Screen Ireland funded films selected for competition or festival listing at such festivals.	2019 (Target)	2018 (Output)
	10	10

2. Gender and Diversity

Screen Ireland is committed to addressing the issue of gender inequality in Irish filmmaking and screen content, in particular the roles of writers and directors. Screen Ireland will work towards achieving the target of 50/50 gender parity in creative talent working in screen content. For 2019 Screen Ireland will work towards a material improvement on the 2018 figures for female writers, producers and directors.

Output targets		
	2019 (Target) %	2018 (Output) %
3.1 Level of Applications Received with Female Talent Attached	Material increase in % of writer, producer and director levels of applications on 2018*	66% (inclusive of producers) 43% (writers and directors only)
3.2 Level of Successful Applications with Female Talent Attached	2019 %	2018 %
	Material increase in % of writer, producer and director levels of successful applications on 2018*	77% (inclusive of producers) 47% (writers and directors only)

- The Revised Estimates for Public Services provide for a 2019 Output Target of +5%. Female talent refers to female writers, producers or directors attached to the project.

4. Developing and Nurturing of Talent and Skills

Through Screen Skills Ireland, Screen Ireland will support the development, nurturing and maintenance of talent and skills for the screen industry in Ireland. Through Screen Skills Ireland, Screen Ireland will continue to expand the development and support of a wide range of skills and training for the Audiovisual Sector.

Output targets		
4.1 SSI will identify, design and deliver at least 50 Skills Development programmes to practitioners and companies to enhance their expertise in film, television, animation and interactive screen content. Target Number of Participants:	2019 (Target)	2018 (Output)
	650	628
4.2 SSI will aim to provide high level international skills development opportunities for at least 5 specified individuals through programmes such as Guiding Lights, Inside Pictures, ACE, Screen Leaders, EAVE and others. Target Number of Participants:	2019 (Target)	2018 (Output)
	25	24
4.3 SSI will aim to provide funding for up at least 20 Irish industry professionals to attend high level international training programmes and workshops with companies and organisations through its Bursary Scheme. Target Number of Participants:	2019 (Target)	2018 (Output)
	25	25
4.4 SSI will aim to provide access to Irish industry professionals to attend Masterclasses and Festival events in 2019. Target Number of Masterclasses:	2019 (Target)	2018 (Output)
	25	23
4.5 SSI will aim to provide access to Irish industry professionals to attend Forums, Industry Seminars/Events and Networking events in 2019. Target Number of Events:	2019 (Target)	2018 (Output)
	10	7
4.6 SSI will aim to increase the number of traineeships, apprenticeships, mentorships, shadowing and structured work based learning for new entrants into the industry. Target Number of Participants:	2019 (Target)	2018 (Output)
	50	34
4.7 SSI will aim to increase the number of crew upskilled in 2019. Target no. of Crew upskilled in 2019: Target no. of New Entrants upskilled in 2019:	2019 (Target)	2018 (Output)
	50 20	46 21
4.8 SSI will assist and advise Producer Companies in developing	All section	-

Skills Development Plans for submission as part of an application for a certificate under section 481 of the Taxes Consolidation Act 1997 (as amended).	481 films where eligible expenditure exceeds €2 million	
4.9 SSI will develop a reporting template to evidence compliance with a Skills Development Plan as part of a compliance report in relation to a qualifying film under section 481 of the Taxes Consolidation Act 1997 (as amended) and the Film Regulations 2019	All relevant section 481 films	-
5 Inward Production and Investment Screen Ireland will continue to promote inward production of feature film, TV drama and animation projects as well as the development of a network and infrastructure for production in Ireland. This will support the growth and development of the sector in Ireland and increase jobs, exports and the international promotion of Ireland as a tourism destination.		
Output targets		
5.1 Promote inward investment in International Production activity, availing of the new Section 481 tax credit. This aims to achieve “eligible expenditure” of €300 million in 2019.	2019 (Target)	2018 (Output)
	€300M	Not Available
5.2 Increase production levels and employment in Ireland. Screen Ireland will aim to increase the economic value of the industry to €600 million in 2019.	2019 (Target)	2018 (Output)
	€600M	Not Available

9. Risk Factors

Screen Ireland recognises that there are risk factors that must be considered and, where appropriate, mitigated against during 2019:

- Increasing competition from other jurisdictions in attracting inward production and the diminishing competitiveness of Ireland as a centre for screen content production;
- Implications of Brexit and the uncertainty created;
- Transition to the new Section 481 arrangements under the Finance Act 2018;
- Uncertainty and delays around EU Commission approval of the Section 481 regional film development uplift and the new arrangements for its implementation;
- Additional demands on resources both to support new Section 481 training and skills development and also Section 481 regional film development uplift skills and training arrangements;

- Inadequate industry infrastructure to support projects and metro-centricity of infrastructure and creative and technical skills;
- Demands on Screen Ireland's budget and the difficulty in managing fluctuations in funding to support the development of creative talent and the promotion of indigenous screen content production, including promoting gender equality and diversity.

10. Review of Performance Delivery Agreement

Monitoring and reporting of performance against this agreement will be included as part of quarterly liaison meetings between Screen Ireland Executive and the Department and quarterly outline reports of compliance with and any deviation from the respective agreements. A report outlining progress in relation to the Screen Ireland's progress on the key output, performance/service levels as set out in section 8 of this agreement should be furnished before each two-monthly drawdown of grant.

The Department and Screen Ireland will hold at least one formal meeting per annum between senior Department officials and representatives of the Board and top management of Screen Ireland to review the Performance Delivery Agreement and to strengthen the relationship between the two organisations.

11. Payments Procedure

- Screen Ireland will provide at least 10 working days' notice of any request for prefunding in order to facilitate the seeking of sanction from the Department of Public Expenditure and Reform.
- Payments to Screen Ireland will be made in advance to facilitate cash flow/working capital for upcoming liabilities, as per the terms of the sanction from DPER, under circular 13/2014.
- The grant will be made in six two-monthly instalments to Screen Ireland.
- The Department reserves the right to defer and/or withhold the payment of any instalment in the event of unsatisfactory progress in relation to the agreed key project milestones and timeframes.
- If any balance of the grant funds paid remains unexpended at year end – Screen Ireland must notify the Department in advance of year end. Retention of year-end balances requires DPER sanction. These balances may be retained by Screen Ireland if deemed

necessary to meet outstanding financial requirements, subject to the Department's agreement and DPER sanction.

vi. Screen Ireland will –

- a) Apply in writing for each drawdown of grant, giving a minimum of 10 working days' notice prior to the grant being required;
 - b) Each request will be accompanied by –
 - i. Cash flow statements for the upcoming two months and management accounts for the preceding two months;
 - ii. Details of the balance in each and every bank account held by the;
 - iii. Draw-down requests broken down into their component parts of;
 - Capital
 - Non-pay Current
 - Pay
 - Pension (ongoing cost)
 - Pension Lump Sums
 - Overtime Allowances
 - Employer's PRSI
 - iv. A report on the progress achieved since the last payment received with specific reference to the agreed output indicators as per section 8 of this Performance Agreement, and;
 - v. A valid Tax Clearance certificate Screen Ireland and; certification that all contractors/suppliers etc. are tax compliant;
- c) Payment of each draw-down is dependent on compliance with the procedures above and with any further requirements outlined in this document.
- d) 5% of both the current and capital allocations to Screen Ireland are conditional on satisfactory progress in relation to the output targets.
- e) In addition, Screen Ireland agrees to provide:
- Annual profiles of expected draw-down broken down by the headings above;
 - Reconciliations between draw-down and actual expenditure (broken down by the headings above) as and when required;
 - All information in relation to financial and performance monitoring information requests within time-frame determined by Department;
 - Provide two monthly reports on all procurements undertaken by Screen Ireland.

12. Flexibility and Amendment of Targets

Where amendments become necessary, Screen Ireland and the Department will mutually engage to agree amended targets / deliverables.

13. Duration of Agreement

This agreement covers the calendar year January - December 2019.

14. Freedom of Information

Information provided to the Department may be disclosed in response to a request under the Freedom of Information Act. Therefore, please identify any information you consider commercially sensitive, and specify the reason for its sensitivity. The Department will consult with Screen Ireland regarding information identified as sensitive before making a decision on any Freedom of Information request.

15. Signatures

M. Noh

On behalf of the Department of Culture, Heritage & the Gaeltacht

Date: 13/5/2019

David Dwyer

On behalf of Screen Ireland

Date: 29/5/2019